DOCUMENT RESUME

ED 265 866 IR 051 406

TITLE	A Simple Workstation for the Conservation of Library Materials.
INSTITUTION	Southern Illinois Univ., Carbondale. Illinois Cooperative Conservation Program.
PUB DATE	Sep 84
NOTE	12p.
PUB TYPE	Guides - Non-Classroom Use (055) -- Reference Materials - General (130)
JOURNAL CIT	Conservation Correspondence; n4 Sep 1984
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	Construction Materials; *Equipment; Hand Tools; Libraries; *Library Materials; *Preservation; *Repair; *Supplies
IDENTIFIERS	*Illinois Cooperative Conservation Program; Workstations

ABSTRACT

The first step in designing a work station that is appropriate for both the maintenance and repair of library materials is to determine procedures likely to be necessary based on the nature of the collection and the type of use it receives. Necessary equipment includes a work station with a bench and storage space (an illustration and a list of materials required are provided), a paper cutter, an adjustable-arm work lamp, access to running water, and metal-edged pressing boards. Additional or optional equipment includes a book press, a large piece of 1/4-inch glass, a cutting board, and a boxboard crimper. Necessary tools include an awl; a bone folder; several types of brushes; cutting tools; light weights; a microspatula; measuring tools; metal knitting needles; sandpaper with block or holder; a squeegee; a staple remover; a tiny whisk; and a metal T-square, metal or plastic triangle, or a metal L-square. Materials and supplies include adhesives; cloths, ribbons, and fasteners; cleaners; and papers, board, and film. A directory of suppliers is included. (THC)

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CONSERVATION CORRESPONDENCE

ILLINOIS COOPERATIVE CONSERVATION PROGRAM

Number 4 September 1984

U.S. DEPARTMENT OF EDUCATION
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A SIMPLE WORKSTATION FOR THE CONSERVATION OF LIBRARY MATERIALS

Having the right tools at hand and an appropriate place to work enhances the efficiency of a conservation effort. Time spent gathering supplies and tools and clearing a spot at which to work can turn a procedure, otherwise quickly accomplished, into an exercise in frustration. It is preferable to have a place set aside that is used only for conservation and is always ready to go.

The first step in designing a work station is to determine what procedures are to be done based on the nature of the collection and the type of use it receives. For example, a public library with few rare materials and a large percentage of circulating material should probably concentrate on simple repair and maintenance techniques in order to keep materials in usable condition for as long as they are needed. A historical society library would more appropriately focus on archival procedures such as polyester film encapsulation and protective encasement to stabilize the condition of their holdings. Rare or valuable materials should not be worked on more extensively, except by a professional conservator.

A simple work station of the type described below would be suitable for many routine conservation procedures, such as repair of case-bound books, the construction of simple protective enclosures, and the mending or encapsulation of maps or manuscripts.

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EQUIPMENT

WORK STATION including BENCH AND STORAGE

Although any large table is adequate, a better use of the same floor space would be to have a unit which also provides storage space for tools and supplies, keeps them close at hand, and allows the work surface to be kept free. There are many possibilities for the design of such a unit. The three main requirements are 1] sturdy and stable construction, 2] a sizable, flat, washable surface such as Formica or polyurethane-coated wood and 3] provisions for storage of small tools and supplies. A system of cubbyholes and shelves under the surface and pegboard mounted on the wall would help to keep things organized.

Specifications for height are an individual matter. The work surface should be high enough to work at comfortably while standing. Depending on the worker's height, this is usually somewhere between 35-38 inches. Some procedures may be done while sitting, so an adjustable stool, 23-26 inches high, should be provided.

The work station illustrated on the following page has a flexible design, is easily adaptable to a library's needs, and requires little carpentry.

IR051406

MATERIALS:

2--4' x 8' sheets of 3/4" finish grade plywood
4--2" x 4", cut in lengths of 6', 3', 22-1/2", 22-1/2"

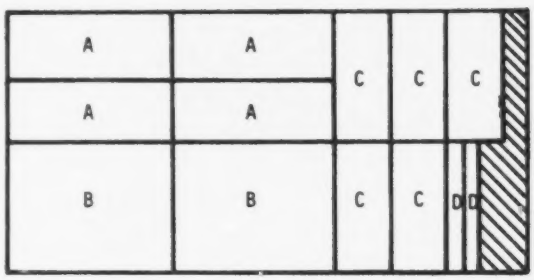
This workstation is built to a height of 35 inches. The height can be adjusted by varying the height of the back panels and uprights from 30 inches (the additional 5 inches is the counter.)

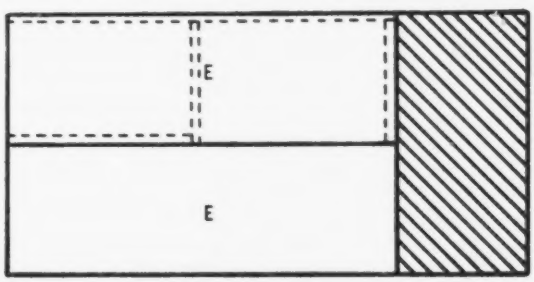
The plywood is cut according to the diagram at right.

The bottom shelf is raised off the floor 3 inches and the area below the shelf is then boxed in with the kick boards.

The dashed line in the drawing denotes the placement of the 2 x 4's between the counter top and bottom, creating a paper storage area.

A--Uprights for shelves, 12" x 30"
B--Back panel for shelves, 24" x 30"
C--Shelves, 11" x 24"
D--Kick boards. 3" x 24"
E--Counter top and bottom, 24" x 72"
==== Placement of 2 x 4's





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Some other ways to create a work station:

High-impact plastic milk cartons or decorator cubes (open at one end) can be stacked as supports for a table top.

Two small utility shelves can support a table top. Extra storage room can be made by running boards from shelf to shelf across the back.

Or construct the workbench from sheets of 3/4" plywood. The Small Bindery by Jane Greenfield (New Haven, CT: Yale University Libraries, 1981; Preservation Pamphlet No. 5) contains a sample plan and is available from the Preservation Department.

PAPER CUTTER

Although it is quite possible to cut materials with a sharp knife and a metal ruler, it is slow, tiring and exacting work. A paper cutter is really just a huge pair of scissors, designed to cut one thickness at a time for maximum accuracy. An ordinary table model with a flat gridded base board and a curved, hinged blade is acceptable. Even better would be a floor model with a foot operated clamp. Paper cutters commonly come in sizes from 14-36 inches, the larger sizes being much more useful. A board shear is a larger version of the paper cutter, but more powerful and precise.

The paper cutter should be kept on a separate table near the work station.

ADJUSTABLE-ARM WORK LAMP

Ordinary room lights and window light are seldom strong or concentrated enough for detail work. A work lamp solves this problem. Such lamps often come with an adjustable arm and a variable mount so that they can be attached to either the wall or table top.

ACCESS TO RUNNING WATER

Water is needed to clean hands and tools and to mix glue and paste. It is not absolutely necessary that the water source be in the same room - nearby is good enough. A jar of water is kept on the workbench so that brushes can be soaked and drips mopped up.

METAL-EDGED PRESSING BOARDS

It is desirable to press newly repaired books to keep the glued parts in close contact while they dry. Additionally, this step is helpful in defining the hinge groove after repair.

Brass- or aluminum-edged boards are made by attaching a 3/8" metal strip, centered from top to bottom, along one edge of 1/4" plywood. The 1/16" metal lip formed above and below fits into the hinge area of a book. In this way, several books may be pressed at a time, either in a book press or weighted down with bricks wrapped in Kraft paper.

Another way to press books is to place catalog card drawer rods or metal knitting needles into the grooves formed by the hinges, then put a plain board on top and a weight.

ADDITIONAL OR OPTIONAL EQUIPMENT

BOOK PRESS

A press is an efficient way to secure the book structure while repairs dry. A commercial press can be purchased which will accommodate several volumes at a time, the actual number being determined by the opening, or "daylight". Sometimes a library has a press hidden away. If this is the case, unearth it, clean it up and use it! It will make your life easier. An old-fashioned letter press can be adapted for use as a book press by inserting longer bars into the uprights.

LARGE PIECE OF 1/4" GLASS

Glass is a suitable work surface for polyester film encapsulation of flat documents. The surface is easy to clean, film will cling to it by static electricity, and it can be cut on directly with knives as the surface will not scratch (although knife blades do get dull faster). A 30" X 36" piece is usually big enough.

If a lot of encapsulation is to be done on a continuing basis, the glass can be put on a table of its own and mount the polyester film roll on a dowel rod along one edge.. The film can then be pulled out, measured, cut, and used all in the same place.

CUTTING BOARD

A self-sealing mat does not warp or crack and provides a non-slip cutting surface with measuring lines.

BOXBOARD CRIMPER

The best conservation "treatment" for rare, valuable or fragile materials is to place them in a protective enclosure such as a box or portfolio to provide protection from dust, light, abrasion and atmospheric pollutants. A simple folder with four flaps can be made to exactly fit a specific book, thus allowing no movement within the box. The bends made in the boxboard are called "crimps". Many enclosures are constructed from laminated alkaline paperboard called "boxboard". Boxboard can be laboriously crimped by hand using a bone folder and a home-made crimping jig, but better crimps can be make more quickly by using a crimping machine. These simple machines have a bed which accomodates a sheet of boxboard no larger than 46", and a crimping bar operated by a foot treadle. Sometimes called a "Phase Box Maker".

Four-flap folders can also be constructed without a crimper from archival corrugated board. (see MATERIALS and SUPPLIES) The board is bent against a table edge and along the corrugations and fastened shut with Velcro®.

TOOLS

AWL

A stabbing tool used to pierce holes along the fold of a single-signature pamphlet prior to sewing it into a pamphlet binder. A biology probe or a potter's cut-off needle can be used instead of an awl.

BONE FOLDER

It resembles a smooth letter opener and made from bone or plastic. A bone folder is used to smooth glued surfaces and to crease or fold materials.

Two useful shapes are straight and pointed. The straight is best for working in the hinge area and for smoothing down flat paper and cloth; the pointed is best for scoring, crimping and working in tight spaces.

BRUSHES

Several types of brushes are needed for surface cleaning and for application of water and adhesives.

-Artist's oil or acrylic paint brush

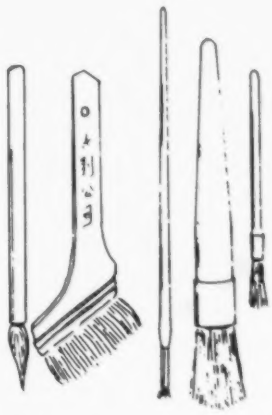
A narrow long-handled brush is used to apply small amounts of glue or paste to hard-to-reach areas, such as in tightening very loose hinges.

-Bookbinder's round glue brush

Designed for the efficient application of adhesives, these brushes have coarse natural brustles mounted into a ferrule. The advantage of using these special brushes is that they hold a lot of adhesive (so the brush does not have to be dipped very often) and they lay a smooth coat.

Any brush used with adhesives must by cleaned well after each session or the glue hardens in the base of the bristles, forming a "heel".

Have at least three sizes on hand: small (1/4"), medium (1/2"), large (1"). Natural bristle housepainting brushes can be used instead of round glue brushes.



-Dusting brush

A very soft brush, such as a draftsman's board brush or a Japanese utility brush, is used to brush away eraser crumbs or loose dirt when cleaning paper. Often, particularly if the paper is fragile, this is the only cleaning that is advisable.

-Oriental watercolor brush

A fine-haired pointed brush used in the preparation of Japanese paper mending strips by the water-tear method. Some conservators use a draftsman's ruling pen filled with water for the same purpose.

-paper cutter	Brodart; DEMCO; Dick Blick; Gaylord; Gane Brothers & Lane; University Products; American Printing Equipment & Supply Co.(for Vagelli BOARD SHEAR: BookMakers; for Jacques BOARD SHEAR: Nixen)
-adjustable-arm work lamp	Dick Blick; art supply stores; office supply stores
-metal-edged pressing boards	Gane Brothers & Lane; Basic Crafts; lumber yard and hardware store
-book press	Basic Crafts; BookMakers; Gaylord; Gane Brothers & Lane, available used
-boxboard crimper	("Phase Box Maker") Hollinger; (crimping jig) Pohlig Bros.
-corner rounder	(machine) Hollinger; Light Impressions; (U-gouge) Aiko's
-rivet setter + rivets	(machine) TRW-Carr Division; (hand-set) Art Handicrafts; fabric stores
-bookbinders's round glue brush	Basic Crafts; BookMakers; Gane Brothers & Lane; TALAS
-dusting brush	art supply stores; Aiko's; Light Impressions
-oriental watercolor brush	art supply stores; Aiko's
-small sharp scissors	Brookstone; fabric stores; surgical suppliers
-scalpel	BookMakers (X-Acto knives: art supply stores, craft stores)
-book repair knife	Brodart; DEMCO; (dull paring knife: discount stores)
-cork-backed metal ruler	Brodart; DEMCO; Gaylord; University Products; art supply stores; office supply stores
-bone folder	(real) BookMakers; Light Impressions; TALAS; Gane Brothers & Lane; Basic Crafts; (plastic) Brodart; DEMCO; Gaylord; University Products
-microspatula	BookMakers; Fisher Scientific
-awl	Art Handicrafts; Gane Brothers & Lane; craft shops; hardware stores
-metal T-square, metal or plastic triangle, and metal L-square	art supply stores; hardware stores; Art Handicrafts
-tiny whisk	gourmet shops; kitchen shops
-polyvinyl acetate adhesive (PVA)	Aabbitt Adhesives; Aiko's; TALAS; (Magic Mend: Gaylord)
-starch paste, methylcellulose	Aiko's; BookMakers; Light Impressions; TALAS, Process Materials
-#415 Scotch Brand double-sided tape	Light Impressions; University Products; Hollinger; TALAS; Conservation Resources
-Archival Aid Document Repair tape (Ademco)	Light Impressions; University Products
-endsheets (these are suitable; other choices are possible)	
-(for Mohawk Superfine Text)	Andrews/Nelson/Whitehead; BookMakers
-(for Archivart Laid Endleaf)	Process Materials Corporation
-(for Alphacellulose Paper and Perma-Dur Ledger)	University Products
-(for Permalife 80 lb.)	TALAS
-boxboard	Conservation Resources; Hollinger; Light Impressions, University Products
-bristol	Hollinger; art supply stores; Process Materials; University Products
-pressboard	Gane Brothers & Lane; University Products
-corrugated board	process Materials; Light Impressions, University Products
-Japanese papers	Aiko's; Light Impressions; Andrews/Nelson/Whitehead; University Products
-polyester film	Hollinger; light Impressions; University Products; Conservation Resources
-envelopes	Conservation Resources; Hollinger; University Products; Light Impressions
-interleaving paper	Conservation Resources; Hollinger; University Products; Light Impressions
-blotting paper	BookMakers; Process Materials Corp.; Light Impressions; University Products; photo supply stores
-bookcloth and buckram	BookMakers; Gane Brothers & Lane; Holliston Mills; Joanna Western Mills; Andrews/Nelson/Whitehead
-super	Gane Brothers & Lane (hinge cloth); fabric stores
-grosgrain ribbon	fabric stores or wholesale supplier
-linen thread and a long, strong needle	Art Handicrafts; Basic Crafts; Gane Brothers & Lane; University Products
-rivets	TRW-Carr Division
-plastic washers	Conservation Resources

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SUPPLIERS

Aabbitt Adhesives
2403 North Oakley
Chicago, IL 60647
(312) 227-2700

Aiko's
714 N. Wabash Avenue
Chicago, IL 60611
(312) 943-0745

American Printing Equipment
And Supply Co.
42-25 Ninth St.
Long Island City, NY 11101
(212) 729-5779

Andrews/Nelson/Whitehead (A/N/W)
31-10 48th Avenue
Long Island City, NY 11101
(212) 937-7100 [$100 minimum]

Art Handicrafts Co.
3512 Flatlands Avenue
Brooklyn, NY 11234
(212) 252-6622

Basic Crafts Co.
1201 Broadway
New York, NY 10001
(212) 679-3516

BookMakers
2025 Eye Street, N.W., Room 412
Washington, D.C. 20006
(202) 296-6613 [$25 minimum]

Boye Needle Company
4343 N. Ravenswood
Chicago, IL 60613
(312) 472-0354

Brodart, Eastern Division
P.O. Box 3037
1609 Memorial Avenue
Williamsport, PA 17705
(800) 233-8467 [no minimum]

Brookstone Company
127 Vose Farm Road
Peterborough, NH 03458
(603) 942-9511 [no minimum]

Conservation Resources
International Inc.
1111 North Royal Street
Alexandria, VA 22314
(703) 549-6610

DEMCO
Box 7488
Madison, WI 53707
(800) 356-8394 [no minimum]

Dick Blick Company
Box 1267
Galesburg, IL 61401
(800) 447-8192 [no minimum]

Fisher Scientific Company
1241 Ambassador Blvd.
St. Louis, MO 63178-4989
(314) 991-2400

Gane Brothers & Lane, Inc.
Mail Order Catalog Division
1400 Greenleaf Avenue
Elk Grove Village, IL 60006
(312) 593-3360 [$10 minimum]

Gaylord Bros., Inc.
Box 4901
Syracuse, NY 13221
(800) 448-6160

The Hollinger Corporation
3810 South Four Mile Run Drive
P.O. Box 6185
Arlington, VA 22206
(703) 671-6600

Holliston Mills Corporation
P.O. Box 478
Kingsport, TN 37662
(800) 251-0251

Joanna Western Mills Company
220 Broad Street
Kingsport, TN 37660
(800) 251-7528 [no minimum]

Light Impressions Corporation
439 Monroe Avenue
P.O. Box 940
Rochester, NY 14603
(800) 828-6216 [no minimum]

Nixen
P.O. Box 261
Mystic, CT 06355
(203) 572-0241

Process Materials Corporation
301 Veterans Boulevard
Rutherford, NJ 07070
(201) 935-2900 [$40 minimum]

TALAS
213 West 35th Street
New York, NY 10001-1996
(212) 736-7744

TRW United Carr Supply
10544 West Lunt Avenue
Rosemont, IL 60018
(312) 296-7161

University Products, Inc.
P.O. Box 101, South Canal Street
Holyoke, MA 01041
(800) 628-1912

CUTTING TOOLS

-Scalpel or craft knife and blades

In many situations a sharp knife is more accurate and quicker to use than scissors. The blades are easy to change and may be re-sharpened on a piece of fine sandpaper. Craft knives such as X-Acto® are acceptable, but scalpels are sharper and easier to use. Straight blades are best for cutting and curved blades are used for paring and shaving off layers of paper.

-Dull paring knife or "book repair" knife

Used to scrape away loose paper layers (e.g. the old spine lining paper prior to preparing the text block for recasing).

-Embroidery scissors

Small sharp scissors (with approximately 1½" blades) used for making snips in cloth.

-Scissors and shears

The new lightweight type (such as Fiskars®) are particularly comfortable and precise. A suitable selection would be 7" to 9" scissors and large shears with bent blades (for quick work on large areas).

LIGHT WEIGHTS

Used to assure close contact between freshly glued or pasted surfaces. Also, to hold dry parts in place while they are being measured and assembled.

Some possibilities are: small beanbags filled with lead shot (line the inside of the bag with plastic to prevent lead dust from filtering through the cloth), baby-food jars filled with beans or pennies, and cubes of solid lead or pieces of thick cardboard glued together and covered (with paper).

-Small pieces of 1/4" glass with sanded edges

Another variant on light weights. Convenient, non-abrasive, easy to clean and transparent so that you can see what you are doing. Also, a good surface on which to "glue up" small things such as mending strips.

MICROSPATULA

A tool used by conservators to pry up layers of paper and cloth and to apply minute amounts of adhesive to otherwise inaccessible areas.

MEASURING TOOLS

Not all rulers are created equal. Some have thick or blurry calibrations which make it difficult to see where to make a mark. It only takes one or two tiny inaccuracies to throw all the measurements off by a significant amount. Make sure that all the rulers you buy have neat, precise calibrations.

-stainless steel ruler with cork backing

A cork-backed ruler greatly minimizes the chance of a ruler slipping while being cut or drawn against - saving both time and materials. The metal prevents a knife from cutting the ruler. It is best to have these in several lengths, such as 6", 12", 18" and 24".

-Yardstick

To measure bookcloth and to draw long lines.

METAL KNITTING NEEDLES

The perfect tool for applying glue into a loose hinge area on a case bound book. The needle is coated with thinned PVA (polyvinyl acetate adhesive) and inserted into the space created by the failure of the original adhesive (see CONSERVATION CORRESPONDENCE, number 2).

SANDPAPER with BLOCK or HOLDER

Fine sandpaper is used to level bumpy binder's board surfaces (e.g. the inside of a book cover boards after old endsheets have been removed, preparatory to replacing them). As when working with wood, it is more efficient to use sandpaper in a rigid holder.

SQUEEGEE

Used in polyester film encapsulation to force air out from between the layers of paper and film prior to final sealing of the package. It is best to have the rubber blade longer than 6 inches.

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STAPLE REMOVER

To remove metal staples from pamphlets. A staple remover should never be used, however, when the paper is thin or fragile.

METAL T-SQUARE, METAL or PLASTIC TRIANGLE and METAL L-SQUARE

Books are (usually) rectangular. These tools are all aids in keeping things at right angles (90°).

TINY WHISK

Used to beat paste adhesives to make them smooth. A fork can be used.

MATERIALS AND SUPPLIES

ADHESIVES

Selection of an appropriate adhesive for each procedures and type of materials is crucial. Adhesives used in conservation should have a pH of 6-7 and be permanent (the color, chemical composition, flexibility and texture should not change with age). They should be unpalatable to insects and mold. Impermanent adhesives such as hide glue and rubber cement will deteriorate and are not used in conservation.

-Polyvinyl acetate adhesive (PVA)

A white, internally plasticized copolymer synthetic resin glue which dries clear or water-white. Easily diluted with water, strong and fast-drying. The preferred glue for situations where strength and flexibility are required. PVA is not easily reversible, however. It has a shelf life of about one year in a stable, cool environment and should never be allowed to freeze.

-Methylcellulose

A chemically inert substance which mixed with water forms a paste. May be used for mending paper or in 50/50 mixture with PVA for other applications. Dries more slowly than starch paste, but has a longer shelf life after it has been prepared. It is easily reversible in water.

-Starch paste

Starch is a polymer of glucose. Wheat and rice starch are compounded with water (like flour gravy) to form a paste adhesive. Some starch adhesives for bookbinding and conservation need to be "cooked" before use, while others are "instant". The dry powder has a long shelf life if kept cool and dry, but after mixing spoils quickly. Paste can be kept in a refrigerator to prolong its life. Like methylcellulose, starch paste can be used in mixture with PVA and is easily reversible in water.

-#415 Scotch Brand® double-sided tape

The ONLY tape which is recommended for use in sealing the edges of polyester film in the encapsulation procedures or joining the parts in some types of protective enclosures. The tape must never touch the document. Tested by the Library of Congress, this tape was proven to be chemically stable; it did not change color under accelerated aging conditions and the adhesive did not ooze from its original position.

-Archival Aid® Document Repair Tape (Ademco)

A very thin, acid-neutral pressure sensitive tape. It has a "slow-tack" adhesive which does not really grab the surface for a day or so. Not recommended for archival repairs, but convenient for ephemeral materials.

-#45 Velcro® Adhesive

A strong adhesive used exclusively to attach Velcro® fasteners without sewing. Sticky-Back Velcro© will not adhere permanently.

CLOTHS, RIBBONS and FASTENERS

-Bookcloth and buckram

Cloths used to cover books, portfolios and boxes. These are natural cotton which has been dyed, impregnated with starch (starch-filled) and processed with heat and pressure. "Bookcloth" is like muslin and "buckram" is like canvas. Library binders use pyroxylin- or acrylic-coated buckram which most people find to be both harder to work by hand and less aesthetically pleasing than starch-filled cloth.

-Super (also called crash or mull)

A thin, tightly woven, starch-filled bleached cotton cloth used in lining spines when "casing in" books or for some hinging techniques.

-Grosgrain ribbon

Cotton/polyester blend grosgrain ribbon (1/4" wide) can be used to tie up a book that has detached cover boards or a loose spine. Ribbon 1/8" wide can be used to reinforce headcaps during spine repair.

-Linen thread and a long, strong needle

Pamphlets may be sewn into binders instead of stapled. Also, linen thread in used to reattach loose signatures (see ONE LB. COFFEE CAN).

-Rivets, plastic washers, and waxed linen thread

The combination of metal rivets ("male" and "female" parts hammered together), plastic washers 1" in diameter, and waxed linen thread is used to hold protective enclosures closed.

-Velcro® fasteners

"Hook and loop" fasteners used to secure protective enclosures. Attached with #45 Velcro® adhesive. (see ADHESIVES)

CLEANERS

-Erasers

Erasers should be low-abrasion and should not deposit color on surfaces. Vinyl Magic Rub® erasers come in both blocks and peel-off pencils. Pink Pearl® and Art Gum® are also acceptable, but slightly more abrasive. For dry cleaning large dirty areas, Absorene® wall paper cleaner, Opaline® pounce bags, and One Wipe treated dust cloths can be used.

-One Wipe7 treated dust cloths

Library of Congress has tested these cloths and found them safe. They may be washed repeatedly and still retain their effectiveness. Used for dry cleaning books and flat paper, and to keep polyester film free of debris during encapsulation.

PAPERS, BOARD, and FILM

For conservation purposes papers and boards should be acid-free or acid-neutral. Many also contain an alkaline buffer to enable them to resist acid attack from the environment. There is a popular misconception that 100% rag means acid-free - this is not true. Board is measured in thousandths of an inch (e.g. .052" thick), or plys (e.g. 2 ply, 4 ply) which refer to the number of thin layers glued together. Paper is often sold by weight per 1000 sheets (e.g. 60 lb., 80 lb.).

-Blotting paper

Thick, white unsized paper used to absorb moisture so that wet paper dries without cockling.

-Corrugated board

Constructed like ordinary corrugated board, available in either single- or double-wall, this light colored board can be bent against the edge of a table along the corrugations to make very simple protective enclosures. Not as durable as boxboard.

-Endsheet papers

Paper for endsheets is purchased in large sheets and then folded and cut to convenient sizes. The approximately sized endsheets are then trimmed to fit each individual book. 70-80 lb. paper is a suitable weight. Available in shades of white/cream/buff to match the color of various text blocks.

-Envelopes

Envelopes buffered to an alkaline pH are used for pamphlets and paper documents, whereas neutral pH (unbuffered) high alpha cellulose envelopes are more suitable for the storage of photographs. Many styles and sizes are available. The seamless style, or seams to the side, are preferable.

-Interleaving paper

A thin paper which is inserted between pages or documents to prevent acid migration and to protect from abrasion.

-Boxboard

An alkaline board (.040 - .060) used to construct protective enclosures, usually with the aid of a crimper. Usually gray/white or tan colored, and in differing qualities, sizes, and prices.

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-Bristol

A lightweight alkaline (.006 - .020) board used for the construction of pockets, simple protective enclosures, and folders. Also called map folder stock. Available in acid-neutral or alkaline.

-Japanese papers

Strong, flexible handmade paper with long fibers. Most are acid-free. Used in mending torn paper, reinforcing hinges, and joining separate parts. Comes in many colors, textures, and weights - very thin and translucent to quite heavy.

-Kraft paper

Ordinary heavy brown wrapping paper used to protect work surfaces and to wrap bricks and other weights. NOT used in book repair or for other conservation purposes, although alkaline wrapping paper that looks like Kraft paper can be purchased from conservation suppliers.

-Polyester film

Clear, dimensionally stable, inert film used to encapsulate fragile, damaged or heavily-used documents. Available in sheets or rolls and most useful in 2 mil, 3 mil and 4 mil. Clear vinyl or cellulose acetate film should not be used because it is chemically impermanent.

-Pressboard

A dense, stiff board (.020 - .030) with a slick surface. Used to make pamphlet binders and covers for protective enclosures. The scraps make excellent surfaces on which to cut.

-Textured paper towels

To mop up with and squeeze water out of brushes.

-Waxed paper

Used as a moisture barrier while wet components dry. Waxed paper sheets used by commercial food services are particularly convenient because they interfold for dispensing.

MISCELLANEOUS

ONE LB. COFFEE CAN

To make a "sewing can": punch a small hole in the lid; put a spool of linen thread inside and close the lid, threading the end of the linen thread through the hole. Store awls and needles by punching them through the lid.

PLASTIC FOOD STORAGE CONTAINERS WITH AIR-TIGHT LIDS

For adhesive storage.

TALL THIN DISH DETERGENT BOTTLE

To hold PVA (when tightening book hinges with a PVA-coated knitting needle).

IN ADDITION

Hammer, saw, screwdrivers and pliers are very handy to have around... but not to use on the library materials!

BEST COPY AVAILABLE

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